



How to Get an Official IRS Tax Return Transcript or Verification of Non-Filing Letter

Tax filers can request a transcript or non-filing letter, free of charge, of their tax return from the IRS in one of the following ways:

1. Online Request: Available on the IRS Web site at <https://www.irs.gov/Individuals/Get-Transcript> Or from the IRS.gov home page.
2. You will need to sign in to your online account to retrieve document or click on get transcript by mail.

You can access your personal tax records online or by mail, including transcripts of past tax returns, tax account information, wage and income statements, and verification of non-filing letters.

If you need a transcript for your business, find out how to [get a business tax transcript](#).

Access tax records and transcripts in your Individual Online Account

You can view your tax records in your [Individual Online Account](#). This is the fastest, easiest way to:

- View, print or download your transcripts
- Find out how much you owe
- Look at your payment history
- See your prior year adjusted gross income (AGI)
- View other tax records

[Sign in to your online account](#)

Note: The method you used to file your tax return (e-file or paper) and whether you had a balance due affects your [current year transcript availability](#).

Alternative to getting a transcript online

We recommend getting a transcript online since that's the fastest method. If you're unable to register, you can get a tax return or tax account transcript mailed to you instead.

What you need

To get a transcript mailed to you, you need your mailing address from your latest return.

What you get

- Tax return or tax account [transcript types](#) delivered by mail
- Transcripts that arrive in **5 to 10 calendar days** at the address we have on file for you

[Get transcript by mail](#)

You can also request a transcript be mailed to you by calling our automated phone transcript service at [800-908-9946](tel:800-908-9946).

For the **Type of Transcript**, select **"Return Transcript"** and in the **Tax Year** field, select the appropriate year (i.e. 2023 taxes for 2025-26 FAFSA). If you did not file federal income taxes for required tax year, then you will be ordering a **"Verification of Non-Filing Letter"**.

2. Telephone Request: Available from the IRS by calling **1-800-908-9946**

- Tax filers must follow prompts to enter their social security number and the numbers in their street address.
- Select "Option 2" to request an **IRS Tax Return Transcript** and then enter year requested (2023 for 25-26 FAFSA year)
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request, within 5 to 10 days from the time the IRS receives the request.
- IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.